

| Project Manager (Pride in Place) |                                               |        |     |
|----------------------------------|-----------------------------------------------|--------|-----|
| Reference No:                    | A5880                                         |        |     |
| Service:                         | Community and Neighbourhoods – Pride in Place |        |     |
| Job Family:                      | Project Management                            | Grade: | FC9 |

| Purpose                                                                                                                                                                                                    |
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| To manage, develop and implement a range of large or important project(s).                                                                                                                                 |
| Responsible for driving the development of projects, on behalf of the Methil and Buckhaven Neighbourhood Board, to achieve the objectives contained in the agreed Pride in Place action plan for the area. |

| Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:                                      | Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility                                                                                                                                      | E                 | D        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|
| Managing, initiating, developing and delivering significant project(s) in line with project briefs as instructed by the Neighbourhood Board for Methil and Buckhaven. | <p>Considerable experience within a targeted delivery outcome role</p> <p>Educated to SCQF level 9 which includes a Degree level or equivalent in a relevant discipline</p> <p>Appropriate professional qualification depending on specific project(s) requirements</p> | <p>✓</p> <p>✓</p> | <p>✓</p> |

## Role Profile

| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:                                                                                                                                                                                                                                                                  | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility                                        | <b>E</b>                   | <b>D</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------|
| Providing focused leadership to manage agreed project(s), or programmes as instructed by the Neighbourhood Board and in conjunction with other agencies or partners as required to achieve the project outcomes.                                                                                                                                                                                         | <p>Ability to think strategically with experience of translating strategy into deliverable plans</p> <p>Experience of facilitating organisational, or significant change</p>     | <p>✓</p> <p>✓</p>          |          |
| Developing proposals and mechanisms which enable complex planning to be achieved between stakeholders and developing working arrangements and reaching agreements, resolving conflicts as required. Working closely with the communities of Methil and Buckhaven to ensure local people feel the benefits of the activity proposed, through a Community Wealth Building/ Community Development approach. | <p>Ability to develop creative and practical solutions</p> <p>Experience of effective collaborative working</p> <p>Experience of working with communities</p>                    | <p>✓</p> <p>✓</p> <p>✓</p> |          |
| Determining the success of outcomes, through local monitoring arrangements and long-term sustainability through precise, costed and achievable measures.                                                                                                                                                                                                                                                 | <p>Experience of meeting diverse objectives within defined timescale</p> <p>Ability to budget and cost</p> <p>Experience of monitoring performance measures</p>                  | <p>✓</p> <p>✓</p> <p>✓</p> |          |
| Ensuring compliance with legal, regulatory and professional body requirements, as contained in the guidance on Pride in Place activity, provided by the Ministry for Housing Communities and Local Government.                                                                                                                                                                                           | Knowledge and awareness of the application of relevant regulation, legislation and statutory requirements such as the Subsidy Control Act, Procurement rules and Data Protection | ✓                          |          |
| Submitting reports and project updates to the Neighbourhood Board for approval and undertaking community consultation as required.                                                                                                                                                                                                                                                                       | <p>Report writing skills</p> <p>Awareness of high-quality consultative approaches</p>                                                                                            | <p>✓</p> <p>✓</p>          |          |

E = Essential Criteria    D = Desirable Criteria

## Role Profile

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| Working in partnership, engaging and convincing professional colleagues or others by promoting the value of project(s).                                                                                                                           | Effective communication skills/empathy                                                 | ✓ |  |
|                                                                                                                                                                                                                                                   | Presentation skills/confident delivery style                                           | ✓ |  |
| Providing advice, guidance and support to achieve optimum outcomes within agreed targets and authorised budgets and deadlines, ensuring the timeous availability of financial information and application of appropriate audit, control measures. | Ability to initiate and manage continuous improvement                                  | ✓ |  |
|                                                                                                                                                                                                                                                   | Ability to prioritise workload under pressure and deadlines                            | ✓ |  |
| Resolving complex issues or conflicts, developing mechanisms which enable complex planning to be achieved between interested parties.                                                                                                             | Ability to work flexibly and imaginatively                                             | ✓ |  |
|                                                                                                                                                                                                                                                   | Ability to engender trust and confidence                                               | ✓ |  |
| Carrying out research and analysis, reporting back to the Neighbourhood Board at the regular Neighbourhood Board meetings, periodic subgroup meetings or in 121 meetings with the chairperson or Fife Council lead officer.                       | Analytical skills                                                                      | ✓ |  |
| Organising, maintaining and supporting the use of information technology systems/software, complying with agreed processes for procurement of kit and systems.                                                                                    | Knowledge of Management Information Systems                                            | ✓ |  |
|                                                                                                                                                                                                                                                   | Appropriate skills to access and deploy all corporate ITS processes and policies       | ✓ |  |
|                                                                                                                                                                                                                                                   | IT Skills                                                                              | ✓ |  |
| Assessing and procuring/purchasing any necessary project(s) elements within relevant financial regulations and Best Value framework.                                                                                                              | Appropriate skills to access and deploy all corporate financial processes and policies | ✓ |  |
| Assessing all resourcing requirements to meet the project(s) delivery plan, complying with corporate HR policies.                                                                                                                                 | Appropriate skills to access and deploy all corporate HR processes and policies.       | ✓ |  |
| Managing and motivating partners and employees including allocating work, team building, and resolving conflict.                                                                                                                                  | Leadership and team building skills                                                    | ✓ |  |
|                                                                                                                                                                                                                                                   | Exemplar of manager self-service and corporate behaviours                              |   |  |

E = Essential Criteria    D = Desirable Criteria

## Role Profile

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|                                                                                                                                                                     | Ability to motivate others to perform to the highest standards | ✓ |  |
| Being actively involved in any national developments affecting Pride in Place project(s), representing the Methil and Buckhaven Pride in Place Neighbourhood Board. | Political awareness and sensitivity                            | ✓ |  |
| Undertaking all other duties as required for the role. Duties will be in line with the grade.                                                                       |                                                                |   |  |

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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### Type of Protecting Vulnerable Groups (PVG) Scheme, Disclosure Check or Non-Police Personnel Vetting (NPPV) required:

**Before appointment is confirmed:** You may be required to obtain PVG scheme membership, a Disclosure check, or NPPV at a minimum of Level 2. Please refer to the job advert for the specific requirement.

| Additional Information – the following information is available:                                                       | Expected Behaviours                                                                                                                                                                                                     |
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| <ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul> | <p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p> |